

APPENDIX 2: Application Forms and Templates

Charter Applicant Information Sheet

*This sheet must be attached to the Prospectus and Full Application, and follow the cover page.
Please type the information requested.*

Name of Proposed Charter School _____
Proposed School Address (if known) _____
School District in which Proposed School would be located _____
Legal Name of Group Applying for the Charter _____

Applicant's Designated Representative _____
Address _____
City _____ State _____ Zip Code _____
Daytime Telephone (_____) _____ Fax (_____) _____
E-mail address _____

The proposed school will open in the fall of school year:
__ 2013-2014 __ 2014-15 __ Other (please specify year) _____

Proposed Grade Levels & Total Student Enrollment

	Grade Levels	Student Enrollment
First Year		
Second Year		
Third Year		
Fourth Year		
Fifth Year		
Sixth Year		
Seventh Year		
Maximum		

Is this a single-gender or co-educational school? _____
If single-gender, please indicate who will be served by school: Girls _____ Boys _____

Are you planning to work with a management organization?
Yes ___ No ___ If so, please indicate the name of management organization: _____

Have you submitted this application to another sponsor? Yes ___ No ___
If so, please indicate:

Name of Other Sponsor: _____ Date Submitted: _____

Do you plan to submit this application to another sponsor before the Mayor of Indianapolis makes a final determination on your application? Yes ___ No ___. If so, please indicate the name of the Sponsor: _____

Have you submitted any other applications to a sponsor in the previous five (5) years?
Yes __ No__. If so, please indicate the name of the sponsor, the date and the name of the school on the application.

Background Check Authorization Form

I, _____, submit this background check authorization as part of the proposal from, _____ (name of school), for a charter pursuant to I.C. 20-5.5 from the Mayor of Indianapolis.

I certify that all of the information provided in my resume is true and accurate to the best of my knowledge. I also certify that the following information, which should facilitate the background check process, is also accurate, true and correct to the best of my knowledge:

Other names or aliases you are known by (indicate maiden name): _____

Have you ever been convicted of a criminal offense? _____

If yes, please indicate date, charge and city where convicted: _____

Please list all of your residences (by city, county and state) other than Indianapolis during the past ten (10) years: _____

I hereby give my written consent to any and all investigation and checks into my background which the sponsor deems relevant to the consideration of the proposal, including, but not limited to, a criminal history check with the Indianapolis Police Department and the Indiana State Police, or any other local or state government, and a national criminal background history check and/or a check of my credit history.

I hereby authorize and request all persons to whom this request (original or reproduction) is presented, having information relating to or concerning me, to furnish such information to the Indianapolis Charter Schools Director or his representatives, and understand and agree that any such information may be disclosed to representatives of the Mayor's Office, the Mayor's Charter Schools Advisory Board or other officials of the City of Indianapolis as is necessary to evaluate the proposal submitted by _____ (name of school). Furthermore, I authorize the disclosure of such information to the organizer and/or its Board of Directors, or other party related to this proposal.

I am aware that this information may be of a personal nature and may otherwise be protected from disclosure by my constitutional, statutory, or common law privileges. Although I understand that the information is intended to remain confidential, I understand that Indiana law may require release of any or all information obtained. I hereby waive all privileges which may attach to such communication or disclosure and release all persons, firms, and corporations, as well as the Mayor's Office, the Indianapolis Charter Schools Director, Mayor's Charter Schools Advisory Board, the Consolidated City of Indianapolis and all their officers, employees and agents for all claims, of any nature, as a result of said communication or disclosure. These records will be retained on file with the Mayor's Office.

Signature

Social Security Number

Date of Birth

Date

Position with proposed school

(e.g., school leader, business manager, Board of Directors member)

Assurances Form

This form must be signed by a duly authorized representative of the applicant and submitted with the Full Application. An application will be considered incomplete if it is not accompanied by the Assurances Form signed by an authorized individual.

As the authorized representative of the applicant, I hereby certify that the information submitted in this application for a charter for _____ (name of school) to be located at _____ is true to the best of my knowledge and belief; and further I understand that, if awarded a charter, the school:

1. Will not charge tuition, fees, or other mandatory payments for attendance at the charter school, or for participation in its programs, except for a preschool program or a latch key program. IC 20-5.5-8-2
2. Will enroll any eligible student who submits a timely application, unless the school receives a greater number of applications than there are spaces for students, in which case, each timely applicant will be given equal chance of admission. IC 20-5.5-5-4
3. Will provide the number of students enrolled in the charter school, the name of each student and the school corporation in which each student resides to the Indiana Department of Education by the date established thereby. IC 20-5.5-7-3
4. Will submit an annual report to the Indiana Department of Education in the form required thereby. IC 20-5.5-9-1
5. Will submit attendance records, student performance data, financial information, any information necessary to comply with state and federal government requirements, and any other information specified in the charter to the Mayor's Office. IC 20-5.5-9-5
6. Will participate in the Indiana State Teachers' Retirement Fund in accordance with IC 21-6.1 and the Public Employees Retirement Fund in accordance with IC 5-10.3. IC 20-5.5-6-7, and/or another comparable and appropriate pension or retirement fund approved by the Mayor's Office.
7. Will maintain separate accountings of all funds received and disbursed by the school. IC 20-5.5-7-1
8. Will ensure 90% of individuals who teach hold a license to teach in a public school in Indiana under I.C. 20-6.13 or are in the process of obtaining a license to teach in a public school in Indiana under the transition to teaching program set forth in IC 20-6.1-3.11. IC 20-24-6-5
9. Will permit certified employees at the charter school the opportunity to organize and bargain collectively under I.C. 20-7.5. IC 20-5.5-6-3
10. Will operate with the organizer serving in the capacity of fiscal agent for the charter school and in compliance with generally accepted government accounting principles.
11. Will at all times maintain all necessary and appropriate insurance coverage.
12. Will indemnify and hold harmless the City of Indianapolis (including without limitation, the Mayor's Office), the State of Indiana, all school corporations providing funds to the charter school, and their officers, directors, agents and employees, and any successors and assigns from any and all liability, cause of action, or other injury or damage in any way relating to the charter school or its operation.
13. Will follow all federal and state laws and constitutional provisions that prohibit discrimination on the basis of the following: disability, race, color, gender, national origin, religion and ancestry. IC 20-5.5-2-2

14. Will adhere to all provisions of federal law relating to students with disabilities, including the IDEA, section 504 of the Rehabilitation Act of 1974, and Title II of the Americans with Disabilities Act of 1990, that are applicable to it.
15. Will be non-religious in its programs, admissions policies, governance, employment practices and all other operations, and its curriculum will be completely secular.
16. Will adhere to all provisions of federal law relating to students who are limited English proficient (LEP), including Title VI of the Civil Rights Act of 1964 and the Equal Educational Opportunities Act of 1974, that are applicable to it.
17. Will follow any and all other federal, state, and local laws and regulations that pertain to the applicant or the operation of the charter school.

Authorized Representative's Signature

Date

Educational Service Provider (ESP) Questionnaire

Please note this questionnaire is to be filled out by any applicant contracting with an Educational Management Organization (EMO), Charter Management Organization (CMO), or any other educational service provider.

Portfolio:

- List all of the schools in the network, the number of years they have been in operation, and the number of students served by those schools.
- Provide names and contact information for all other authorizers that oversee schools within the network.
- Describe the ESP's growth plan. Explain how the organization will maintain fiscal responsibility and provide quality services during the period of growth.

Academic Performance:

Provide the following academic information for each school managed by the organization.

- Adequate Yearly Progress determinations (including subgroup determinations);
- Pass rates or equivalent for the state's mandated assessments in English Language Arts and mathematics;
- Performance of students on statewide assessments compared to students in nearby traditional public schools;
- Graduation rates for every year the school has had graduates;
- Post-graduation degree attainment, if available.

Leadership:

- Please explain the leadership structure of the organization, and include an organizational chart.
- Has there been any turnover in leadership within the organization?
- Provide a list of the board of directors of the ESP and their length of service.
- Explain any turnover on the board that was not due to term limits.
- How often does the ESP assess itself and gauge the satisfaction of its clients?

Services:

- What services does the ESP provide?
- Include as an attachment a copy of the proposed management agreement. The agreement should include, but not be limited to:
 - Specific standards for the school's board will use to hold the ESP accountable;
 - Consequences for not meeting those standards;
 - Terms for contract termination; and
 - Differentiation of what is owned by the school and what is owned by the management organization.

Finances:

Provide the following financial information for the management organization.

- The most recent federal tax return;
- The ESP's annual budget;
- Projected five-year budget;
- Detailed list of all debts the ESP has;
- The last three years of complete financial audits;

- Fees paid to the ESP by schools, and the services received for that fee; and
- Names of schools with which contracts have been terminated.

Conversion School Questionnaire

Please note this questionnaire must be filled out if the applicant is a current private school converting to a charter school.

Current School:

Provide the following information for the current private school.

- The number of years the school has been in operation; and
- The number of students served by the school in all of the years of operation.

Academic Performance:

Provide the following academic information for the school (if applicable).

- Adequate Yearly Progress determinations (including subgroup determinations);
- Pass rates or equivalent for the state's mandated assessments in English Language Arts and mathematics;
- Performance of students on statewide assessments compared to students in nearby public schools;
- Graduation rates for every year the school has had graduates;
- Post-graduation degree attainment, if available.

Leadership:

- Please explain the leadership structure of the school, and include an organizational chart.
- Has there been any turnover in leadership within the organization?
- Provide a list of the board of directors of the school and their length of service.
- Explain any turnover on the board that was not due to term limits.

Finances:

Provide the following financial information for the school.

- The most recent federal tax return;
- The school's annual budget;
- Detailed list of all debts the school holds; and
- The last three years of complete financial audits.

Community Partnerships Template

[illegible]

[illegible]

[illegible]

[illegible]

[illegible]

[illegible]

Five-Year Budget Template

Proposed Charter School: _____

	Pre-Opening <i>From approval to opening</i>	Fiscal Year	Fiscal Year	Fiscal Year	Fiscal Year	Fiscal Year
Projected Enrollment						

I. Revenues						
Carry-over from previous period	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Per Pupil Payments						
State Grants <i>[list individually]</i>						
Federal Grants <i>[list individually]</i>						
Private Funds <i>[list individually]</i>						
Other <i>[list individually]</i>						
Total Revenues	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
II. Expenditures						
Human Resources						
Director/Principal Salary <i>[list individually]</i>						
Administrators Salaries <i>[list individually]</i>						
Teachers (FT) Salaries <i>[list # of positions included in total]</i>						
Teachers (PT) Salaries <i>[list # of positions included in total]</i>						
Special Education Staff						
Special Education Service Vendors						
Clerical Salaries						
Custodial Salaries						
Consultants Salaries/Contracts <i>[list individually]</i>						
Other Salaries <i>[list individually]</i>						
Payroll Taxes						
Benefits						
Professional Development						
Substitute Teachers						
Board Recruitment						
Board Development						
Other Human Resources Expenses						
Total Human Resources	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Facility						
Rent						
Mortgage						
Renovation/Construction						
Debt Service						

Utilities						
Maintenance						
Other Facility Expenses						
Total Facility	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
Materials/Supplies/Equipment						
Textbooks and Other Instructional Supplies						
Special Education Curriculum and Resources						
Assessments						
Instructional Equipment						
Classroom Technology						
Office Technology						
Instructional Software						
Office Software						
Library						
Office Furniture						
Classroom Furniture						
Other Equipment						
Copying and Reproduction						
Postage and Shipping						
Telephone/Fax Lines						
Long Distance Telephone Expenses						
Internet Access						
Other Materials/Supplies/Equipment						
Total Materials/Supplies/Equipment	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Additional Costs						
Contracted Services <i>[list individually]</i>						
Business Services <i>[list individually]</i>						
Insurance						
Marketing/Development						
Legal Expenses						
Accounting/Audit						
Transportation						
Field Trips						
Food Service						
Other						
Total Additional Costs	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Total Revenues	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Total Expenditures	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Balance	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

